



HUMAN RESOURCES OFFICE U.S. EMBASSY DHAKA

RE-ADVERTISEMENT

VACANCY ANNOUNCEMENT NUMBER – 15 – 076A

OPEN TO: All Interested Candidates/All Sources

POSITION: Procurement Agent, FSN-9; FP-5
(Salary approx. Tk. 131,000 per month)

“Applicants who responded to Vacancy Announcement #15 – 076, need not reapply”.

OPENING DATE: January 25, 2016

CLOSING DATE: February 7, 2016 (before 4:30 p.m.)

WORK HOURS: Full-time; 45 Hours/5 days per week

SALARY: Ordinarily Resident (OR): FSN-9

Not-Ordinarily Resident (NOR): FP-5*

*Final grade/step for NORs will be determined by Washington.

NOTE: ALL ORDINARILY RESIDENT (OR) APPLICANTS (See Appendix A for definition) MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

U.S. Embassy Dhaka is seeking eligible and qualified applicants for the position of **Procurement Agent**.



BASIC FUNCTION: This position is assigned to the GSO Procurement Section. This is a 'contract specialist' position. The incumbent is responsible for handling all USG contracting functions at post. Receives direction and works closely with the Contracting Officer.

MAJOR DUTIES AND RESPONSIBILITIES:

- The incumbent oversees contracting activities of the Mission including special projects. Routinely works on complex and difficult procurement actions. Evaluates complex facts and interprets laws, regulations and instructions in their application to specific situations. Assists with and participates in negotiating contracts, modifications and terminations. Makes recommendations to Procurement Supervisor and Contracting Officer regarding contractors' capabilities, cost and other factors affecting the terms of the contract. Develops new commercial sources of vendors/contractors for contract actions.
- Reviews procurement requests, determines type of action necessary and probable sources from which the commodity or service is available. Coordinates and participates in most negotiations between bidder and Contracting Officer. Drafts contracts and prepares purchase orders, negotiates or participates in contract termination and revision negotiations. Analyzes performance under contracts, costs, quality, adherence to delivery schedules, and other pertinent factors. Prepares correspondence, cables, memos, letters, etc.; for recovery of overpayment, claim from the contractor due to negligence, loss/theft, etc.; memos to FMO/Controller for obligation of funds for contracts.
- Coordinates with Contracting Officers' Representatives to administer all Contracts such as travel management, shipping & packing services contract, etc. Coordinates with the Facility Manager's office about scheduling performance of the contractors for construction/repair/service agreements. Purchases a variety of commodities and services in compliance with procurement policies, standards and procedures.
- Coordinates with FMO and the requesting office regarding change in mode of shipment, addition/deletion/substitution of particular items, obsolete items, cancellation of Purchase Orders and GSA Requisitions. Requests additional funds from FMO with appropriate fiscal data and arrange for de-obligation of funds accordingly. Handles complex follow-up on purchase orders and procurement requests to ascertain status, seek clarification and to resolve the outstanding problems. Prepare State/Federal Procurement Data System reports for collecting and reporting procurement data and submit this report to A/OPE.



QUALIFICATIONS REQUIRED:

Applicants must address each required qualification listed below with specific and comprehensive information supporting each item. Failure to do so may result in a determination that the applicant is not qualified.

- 1. Education:** Three years Bachelor degree in Arts, Commerce, Law or Science from a recognized University is required. *(You must attach a copy of your University Bachelor Degree certificate along with your application form.)*
- 2. Prior Work Experience:** At least five (5) years of progressive responsibility and experience in procurement is required. A minimum of two of those years must be experience in U.S. Government (USG) procurement.
- 3. Language Proficiency:** Level IV (Fluent) English and Bangla written/speaking required. English language proficiency will be tested.

- OR -

- 1. Education:** Two years Bachelor degree in Arts, Commerce, Law or Science from a recognized University is required. *(You must attach a copy of your University Bachelor Degree certificate along with your application form.)*
- 2. Prior Work Experience:** At least six (6) years of progressive responsibility and experience in procurement is required. A minimum of two of those years must be experience in U.S. Government (USG) procurement.
- 3. Language Proficiency:** Level IV (Fluent) English and Bangla written/speaking required. English language proficiency will be tested.

SELECTION PROCESS: When qualified, applicants who are U.S. Citizen Eligible Family Members (USEFMs) and/or preference-eligible U.S. Veterans are given a preference in hiring. Therefore, it is essential that these applicants make themselves known as having a hiring preference and specifically address the required qualifications above in their application.



HIRING PREFERENCE ORDER:

- (1) USEFM who is ALSO a preference-eligible U.S. Veteran
- (2) USEFM OR a preference-eligible U.S. Veteran
- (3) FS on LWOP

ADDITIONAL SELECTION CRITERIA

1. Management may consider the following when determining successful candidacy: nepotism, conflicts of interest, budget, and residency status.
2. Current OR employees serving a probationary period are not eligible to apply. Current OR employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report (EPR) are not eligible to apply.
3. Current NOR employees hired on a Family Member Appointment (FMA) or a Personal Service Agreement (PSA) are not eligible to apply within the first 90 calendar days of their employment, unless they have a When Actually Employed (WAE) work schedule.
4. The candidate must be able to obtain and hold a local security certification.

HOW TO APPLY:

Applicants must submit the following documents either by regular mail (postal service) or, deliver by Hand to the South barrier of the U.S. Embassy to be considered:

- 1. Universal Application for Employment (UAE) (Form DS-174), which is available on our website at <http://dhaka.usembassy.gov/> (Go to “About Us” and click on “Job Opportunities”); Blank application forms are also available at the South barrier of the U.S. Embassy (near the Nepal & Vatican Embassy) ; and**

[Application Form](#)

- 2. Any additional documentation that supports or addresses the requirements listed above (e.g. transcripts, degrees, etc.)**



All Bangladeshi applicants must complete the application form and must attach the following documents; if you do not attach the below mentioned documents, your application will be considered incomplete and will not be processed further:

- I) A passport size photograph (taken within six months), and**
- II) A copy of Passport or Voter ID or Driver's License, and**
- III) A copy of educational or trade school certificate as required.**

Inaccuracies, omissions or false statements may be cause for disqualification or termination of employment. Information given on the application may be verified at any time.

IMPORTANT: Applicants claiming a U.S. Veteran's preference must submit written documentation confirming eligibility (e.g., Member Copy 4 of Form DD-214, Letter from the Veteran's Administration, or certification documenting eligibility under the VOW Act with an expected discharge no later than 120 days after the certification is submitted) by the closing date of the vacancy announcement. If the written documentation confirming eligibility is not received in the HR office by the closing date of the vacancy announcement, the U.S. Veteran's preference will not be considered in the application process. Specific criteria for receiving a U.S. Veteran's preference may be found in HR/OE's Family Member Employment Policy (FMEP).

WHERE TO APPLY:

Human Resources Office
Attention: HRO
Address: Embassy of the United States of America
Madani Avenue, Baridhara
Dhaka – 1212

FOR FURTHER INFORMATION:

Human Resources Assistant
Telephone #88 02 5566 2000 (between 10am to 11am Sunday through Thursday)

EQUAL EMPLOYMENT OPPORTUNITY: The U.S. Mission in Dhaka provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The



Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs. The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.



Appendix A - DEFINITIONS

Eligible Family Member (EFM): An EFM for employment purposes is defined as an individual who meets **all** of the following criteria:

- U.S. Citizen or not a U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#)); **or**
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term “child” shall include, in addition to natural offspring, stepchild, adopted child, and a child under legal guardianship of employee, spouse, or same-sex domestic partner when such child is expected to be under legal guardianship until 21 years of age and when dependent upon and normally residing with the guardian; **or**
- Parent (including stepparents and legally adoptive parents) of employee, spouse, or same-sex domestic partner, when such parent is at least 51 percent dependent on the employee for support; **or**
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, spouse, or same-sex domestic partner when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support; **and**
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; **and**
- Is under chief of mission authority.

U.S. Citizen Eligible Family Member (USEFM): A USEFM is an individual who meets **all** of the following criteria:

- U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; and resides at the sponsoring employee’s post of assignment abroad, or as appropriate, at



an office of the American Institute in Taiwan; and is under chief of mission authority; **or**

- resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2; **or**
- Currently receives a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

Appointment Eligible Family Member (AEFM): An AEFM is an individual who meets **all** of the following criteria:

- U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan (AIT); **and**
- Is under chief of mission authority; **and**
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, at an office of the American Institute in Taiwan; **and**
- Does NOT currently receive a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

Member of Household (MOH): A MOH is an individual who meets **all** of the following criteria.

- A MOH is someone who accompanies or joins a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; and
- A MOH must be officially declared to the COM by the sponsoring employee as part of his/her household; and
- A MOH is under COM authority;
- A MOH may include a parent, unmarried partner, other relative, or adult child;
- A MOH may or may not be a U.S. Citizen;
- A MOH is **not** an EFM;
- A MOH is **not** listed on the travel orders or approved Form F-126 of a sponsoring employee.



Not Ordinarily Resident (NOR) – An individual who meets the following criteria:

- An EFM, USEFM or AEFM of a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned or stationed abroad, or as appropriate, at an office of the American Institute in Taiwan; or
- Has diplomatic privileges and immunities; and
- Is eligible for compensation under the FS or GS salary schedule; and
- Has a U.S. Social Security Number (SSN); and
- Is not a citizen of the host country; and
- Does not ordinarily reside in the host country; and
- Is not subject to host country employment and tax laws.

Ordinarily Resident (OR) – An individual who meets the following criteria:

- A citizen of the host country; or
- A non-citizen of the host country (including a U.S. citizen or a third-country national) who is locally resident and has legal and/or permanent resident status within the host country and/or who is a holder of a non-diplomatic visa/work and/or residency permit; and/or
- Is subject to host country employment and tax laws.

Cleared by:

HRO: x

GSO: x

FMO: x